



DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
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BUPERS INSTRUCTION 2100.4

Subj: BUREAU OF NAVAL PERSONNEL POLICY ON USE, MANAGEMENT, AND
OVERSIGHT OF VIDEO TELECONFERENCING, PORTABLE ELECTRONIC
DEVICES, AIR CARDS AND CELLULAR PHONES

Ref: (a) CNO WASHINGTON DC 041431Z May 12 (NAVADMIN 152/12)
(b) DoD memo for distribution of 17 Feb 12 (NOTAL)
(c) DON CIO memo for distribution of 13 Mar 12 (NOTAL)
(d) DON CIO memo for distribution of 2 Sep 05
(e) NMCI ARLINGTON VA 252015Z May 11
(f) DON CIO memo for distribution of 28 Jan 09
(g) CNO WASHINGTON DC 152325Z Nov 11 (NAVADMIN 346/11)
(h) NCTAMS LANT 141418Z Jul 10

1. Purpose. This instruction establishes Bureau of Naval Personnel (BUPERS) policy for the use, management, and oversight of commercial mobile communications devices, services and video teleconferencing, portable electronic devices, air cards, and cellular phones (VPAC) as defined by reference (a).

2. Policy. The U.S. Navy enables workforce mobility using commercial mobile devices and services. To ensure these capabilities are delivered and employed cost-effectively, all BUPERS commands must actively review and manage associated investments per references (a) through (f). Reference (b) promulgated Department of Defense policy optimizing the use of employee information technology (IT) devices and other IT to achieve efficiencies. Reference (c) announced Department of the Navy (DON) policy of mobile (cellular) services cost management. Moreover, strict compliance of the provisions of reference (g), which provides updated policy and processes for procurement of IT (hardware, software, and services) is mandatory. Accordingly, the following guidance regarding VPAC use, management, and oversight is effective immediately:

a. Video teleconferencing (VTC). Use of VTC and other online collaboration capabilities shall be maximized and considered as the first choice when conducting meetings or in-house training activities. VTC procurement and service use shall be implemented as follows:

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(1) Remove/eliminate shore-based desktop secret internet protocol router network (SIPRNET)/non-classified internet protocol router network (NIPRNET) VTC devices (e.g., Tandbergs and Polycoms) with exceptions as outlined in paragraphs 2a(3) and (4) below. These capabilities will be replaced by the Defense Connect Online (DCO) collaboration tool. DCO is a Web-based tool available via the internet, NIPRNET, and SIPRNET. DCO supports virtual file sharing collaboration services and is capable of streaming real-time audio and visual services.

(2) Shore-based users shall use VTC hubs as indicated in reference (h).

(3) Users requiring top secret/secure compartmented information VTC services shall use desktop stand-alone units and conferencing services per current Director of National Intelligence policy and operational standards.

(4) Afloat and tactical VTCs shall be used per Naval Technical Authority (Space and Naval Warfare Systems Command 5.0 guidance). Do not remove shore-based desktop VTCs dedicated to tactical operations support unless the commanding officer determines these VTCs to be of no use, or unless other collaboration tools are proven sufficient.

(5) The purchase of desktop cameras for online collaboration will be limited to the same ratio of current Tandberg or desktop stand-alone VTC units in use by each command or activity. Moreover, their cost will not exceed previous maintenance or installation costs. Camera installation shall be executed by the current naval enterprise service provider to ensure network health and compliance.

(6) VTC/desktop equipment and services shall be procured per reference (g).

b. Personal Electronic Devices (PED). Each BUPERS subordinate command or activity shall limit asset quantities to that required for mission needs. PED quantities shall not exceed the combined number of military and civilian billets per command. PED and associated services shall be procured per reference (g). PED services shall only be provided for users as stated in references (b) and (c).

c. Air Cards/Tethering:

(1) BUPERS subordinate commands and activities shall issue air cards in a manner not to exceed mission needs. Air cards shall be provided per references (c) and (g). Commands and activities shall closely monitor and ensure appropriate distribution of air cards/tethering, particularly for users who are issued laptop computers.

(2) Decisions on using air cards or tethering shall include costs for each type of service. Users should normally be issued only one network connectivity tool (i.e., an air card or a PED), but not both. In cases where commands require laptop users to have a PED or other cellular devices, affected users shall utilize the "tethering" option (phone as a modem) when available, or feasible, instead of air cards. BUPERS subordinate commands shall manage air card use and ensure that roaming fees are incurred only in support of critical mission needs when other communication methods are not feasible.

d. Cellular phone zero-use, under-use, and over-use have led to unnecessary costs to the enterprise. To reduce costs and optimize cellular phone use, the following applies:

(1) Zero-use. Cellular phone devices that exhibit zero minutes of use for three consecutive monthly invoices shall be reviewed by the responsible command for cancellation or re-validation.

(2) Under-utilization. Minute pools that exhibit significant under-utilization shall be reviewed by the responsible command for potential change to another plan with fewer minutes. Under-utilization is usage amounting to less than 75 percent of the contracted plan minutes.

(3) Over-utilization. Minute pools that exhibit charges for significant over-use (i.e., overcharges for three consecutive monthly invoices) shall be reviewed by the responsible command for potential change to a plan or pool with more minutes. Over-use is usage exceeding 125 percent of the contracted plan minutes.

(4) Continuity of Operations (COOP). Cellular devices maintained solely for COOP purposes shall subscribe to rate

plans that minimize the monthly costs of maintaining inactive devices. Options such as a flat rate or pay-as-you-go plans may be more appropriate.

3. Responsibilities. The BUPERS Command Information Officer (CIO) shall:

a. Review VPAC expenditures to ensure compliance with reference (a) and referenced guidance.

b. Collect, consolidate, and validate VPAC requirements from lower echelon commands and ensure compliance with references (b) through (f).

c. Procure VTC assets (desktop and suites) from the Navy Cyber Forces approved products list and per reference (g).

d. Procure hand-held cellular communication devices (e.g., cell phones and PEDs) from the supporting fleet industrial supply center contract.

e. Ensure all procured cellular devices, networks, and VTC equipment meet information assurance requirements.

f. Use naval IT exhibits/standard reporting for DON IT and VPAC budget reporting.

4. Waivers and exceptions. If unable to comply with stated guidance, BUPERS subordinate commands and activities shall submit waiver and exemption requests to BUPERS CIO for endorsement and forward to Deputy Director Chief Information Officer (Navy). Requests shall consist of formal letter correspondence endorsed by the first flag officer or Senior Executive Service employee in the BUPERS CIO chain. Waiver or exemption requests shall include the following:

a. Justification for waiver or exemption

b. Operational impact statement

c. Proposed funding strategy for device or services

d. Duration/length of requirement

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5. BUPERS CIO shall ensure compliance with applicable requirements and references identified in this instruction.

6. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per Secretary of the Navy Manual 5210.1 of January 2012.



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